

**GENERAL REPORTING GUIDELINES FOR STUDENTS WITH DISABILITIES
(Screens 11 and 12)**

1. Special education is defined in the law as “Specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals, and institutions, and in other settings; and instruction in physical education.”
2. Related Services is defined in the law as “transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education and includes speech pathology and audiology services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes, school health, social work services in schools, and parent counseling and training.”
3. You must ensure that an Individualized Education Program (IEP) has been developed and appropriate procedural safeguards have been followed for each child with a disability who is receiving special education and related services. A child must have an IEP in place and receiving services as of December 1.
4. Include each child in the count only one time, categorized by the primary disability and by the child’s age as of December 1.
5. Contractual students are counted by the district paying for the contract, not by the district providing the services. This would include elementary districts whose secondary students attend in a neighboring district as well as students with disabilities who reside in your district and are served in neighboring districts on a tuition basis.
6. Include in the count children with disabilities being serviced by approved not-for-profit agencies through contracts administered by your district.
7. Include in the count children with disabilities who attend private/parochial schools if your district provides special education services in your facilities or in a neutral setting, before school, after school, on Saturdays, or during the regular school day as outlined on the IEP.
8. Include in the count students who are receiving homebound services if they are determined to be disabled and require special education services prior to the initiation of homebound services or will be provided special education services upon the completion of the homebound services.
9. Students who are eligible for Exceptional Pupil Aid due to an acute illness, i.e., pregnancy, broken limbs, or other “temporary illness” shall not be counted.
10. The various categories of children with disabilities are defined in the Missouri State Plan for Special Education – Regulations Implementing Part B of the IDEA. Districts must have an approved district policy to use the YCDD category.

11. Individuals who are included in the age category of twenty-two plus (22+) must meet the same eligibility requirements for counting (i.e., a categorical diagnosis and receiving special education according to an IEP).
12. Children ages 0-35 months should be included in the YCDD diagnostic category using either the Part C or Unknown Services placement category.
13. Children ages 3, 4 and 5 (not kindergarten age eligible) may have any disability but must use the Early Childhood placement categories.
14. Children ages 5 (kindergarten age eligible) and 6 may have any disability but must use school age placement categories.
15. Children ages 5 (kindergarten age eligible) and 6 coded as YCDD must have been initially identified under this category at ages 3 through 5.
16. Children ages 7 through 22 may not be coded with the YCDD diagnostic category.
17. Children and youth will be eligible for child count according to the following guidelines.

Disability Category: All

Ages: 3-21

Placements:

- 0100 Home
- 0123 Itinerant Services Outside the Home
- 0200 Early Childhood Setting
- 0300 Early Childhood Special Education Setting
- 0400 Separate School
- 0500 Part Time EC / Part Time ECSE Setting
- 0700 Residential Facility
- 1100 Outside Regular Class less than 21 percent of day
- 1201 Outside Regular Class at least 21 percent / No more than 60 percent
- 1301 Outside Regular Class more than 60 percent of day
- 1402 Private Separate (Day) Facility
- 1403 Public Separate (Day) Facility
- 1601 Homebound / Hospital
- 1701 Private Residential Facility

18. Census Payment: In addition to the above categories, the following students will be included:
 - 0001 Part C - All children 0-35 months in the two infant and toddler categories.
 - 0002 Unknown Services - All children ages 0-6 with unknown services.
 - 1101 No special Services required for students ages 3-22
 - 1401 State Operated Separate School (children in the three state-operated programs SSSH, MSB, MSD).
 - 1501 Parochial/Private - students receiving no public school education services.
 - 1702 Public Residential Facility